

PAY DIFFERENTIAL 40
DICTAPHONE PAY DIFFERENTIAL - UNIT 04

Established: 04/01/89

Revised: 07/01/92

CLASS TITLE	CLASS CODE	CB/ID	DEPARTMENT
Office Assistant (Typing)	1379	R04	All Departments

RATE	EARNINGS ID
Range A Employees in Range A receiving/not receiving the Institutional Worker Supervision Pay (IWSP) will receive \$74.00 per month.	8DT1
Range B Employees in Range B not receiving Institutional Worker Supervision Pay (IWSP) will receive \$74.00 per month.	8DT1
Range B Employees in Range B receiving Institutional Worker Supervision Pay (IWSP) will receive \$90.00 per month.	8DT2

CRITERIA
Full-time incumbents in positions where the transcription of dictaphone from a dictating machine is done regularly, constitutes the main assignment, and occupies the largest portion of the employee's time shall receive the dictaphone differential.
Less than full-time employees shall receive the dictaphone differential on a pro rata basis.
Upon movement to another class in State service, an employee receiving compensation under Range A or B shall move from their combined salary rate (base salary plus Dictaphone Pay Differential rate) to compute the appointment rate.

FOR ALL CLASSES: IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURES ARE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	Yes

FOR ALL CLASSES: INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	Yes
IDL	Yes
EIDL	Yes
NDI	Yes
LUMP SUM VACATION	Yes
LUMP SUM SICK	Yes
LUMP SUM EXTRA	Yes